



Hendry County Sheriff's Office

General Order 8.2

TITLE: Travel and Per Diem	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: October 29, 2018	REVISION DATE: May 15, 2019
RELATED REFERENCES: §112.061 F.S., GO 18.1 – <i>Employee Training and Development, Training/Travel Request Form</i>	
CFA:	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 15, 2022

I. PURPOSE: To establish guidelines for reimbursable expenses and travel requests.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY: Travel reimbursement criteria shall be in accordance with Florida Statutes 112.061.

IV. PROCEDURE:

A. REIMBURSABLE EXPENSES

1. Employees are provided per diem when traveling for training purposes. Meal fees are provided to the employee before travel has occurred, when properly supported by completing Training/Travel request form 200.20-01. The amount for per diem is as follows:
 - a. Breakfast -- \$6.00 when travel begins before 6 a.m. and extends beyond 8 a.m.
 - b. Lunch -- \$11.00 when travel begins before 12 noon and extends beyond 2 p.m.
 - c. Dinner -- \$19.00 when travel begins before 6 p.m. and extends beyond 8 p.m.
2. Travel to Other Countries -- When an employee is required to travel outside the United States, the employee is reimbursed at the federal reimbursement rate.
3. No receipts are required to receive per diem for meals.
4. Meal expenses are not to be charged to Sheriff's Office procurement or credit cards.
5. Employee must complete a Training/Travel request form 200.20-01 prior to 10 business days of the employee's departing for travel in order to receive per diem.
6. Payment for per diem will be completed after form is received by the Finance Section. Finance will provide per diem to the employee prior to departing for travel.

7. Meals consumed during training or travel within the boundaries of Hendry County are not routinely eligible for per diem.

B. Advance Per Diem

1. If the requirements for advanced per diem are met (with the exception of emergency travel), the employee may request advance per diem:
 - a. Travel must be equal to or more than five overnight stays.
 - b. Travel must be outside Hendry County and 75 miles or more from the Hendry County line closest to the training address.
 - c. The employee's Training/Travel Request form must be received in the Finance Section ten business days prior to the scheduled departure date.
 - d. When emergency or unscheduled travel situations arise, e.g., prisoner transport, investigations, etc. travel advances for Class A and Class B travel will be processed without the 10 day notice, pending command approval.
2. No advance per diem for Class C travel. Class C travel is reimbursed after travel via employee's paycheck and is taxable per federal regulation.

C. Miscellaneous Per Diem

1. Except as noted in this section, no other types of miscellaneous per diem are allowed.
 - a. When employees are required to conduct unscheduled, emergency operations, e.g., search for a missing child, a natural disaster or other significant events whereby nourishment is required for the law enforcement mission to continue, food and beverages can be provided for agency employees. Per diem may be provided under this section either within or outside county boundaries. The emergency expenses are subject to prior command approval.
 - b. If an employee is required to attend a membership function that is directly attributable to the purpose and mission of the Sheriff's Office, per diem can be paid in accordance with Florida Statutes 112.061. Per diem is provided under this section either within or outside county boundaries.

D. Other Reimbursable Expenses

1. All of the following incidental travel expenses are eligible for reimbursement; they must be accompanied with the proper receipts showing the date and amount paid.
 - a. Taxi fare
 - b. Ferry fare
 - c. Bridge, road or tunnel tolls
 - d. Storage or parking fees

- e. Airline baggage fees
- 2. Tips are not eligible for reimbursement for any travel costs incurred.

E. Travel

- 1. Training-Related Travel – Employee submits a completed and signed Training/Travel Request form to the Chief Deputy or designee, in accordance with policy 300.05 Employee Development and Training.
- 2. Non-Training Related Travel – A memo stating the reason for travel with approximate financial impact to the agency must be submitted via chain of command and approved by Chief Deputy.

F. Overnight Travel

- 1. No overnight travel will be approved for travel within 75 miles of the Hendry County line absent the approval of the Chief Deputy.
- 2. Out of County Training – If the training site is 75 miles or more from the Hendry County line closest to the training address, then the employee may depart prior to the first day of training. The Sheriff or Chief Deputy may waive this requirement.
- 3. Out of State Training – All out of state travel for training purposes must be pre-approved by the Sheriff or Chief Deputy.

G. Vehicles

- 1. All employees shall travel in agency owned vehicles when required to travel as a function of their position. Fuel costs and insurance coverage are inclusive benefits of public owned vehicles. For liability purposes, the Sheriff's Office will not allow payment for fuel in lieu of mileage reimbursement for use in personal vehicles. Pool automobiles are available to each unit, as resources allow.
- 2. If an agency vehicle is not available for the employee to attend a mission essential function, with the prior approval of chain of command, employees may be authorized to use a personally owned vehicle (POV) with mileage paid at the rate of 44.5 cents per mile. Prior approval must be on the Training/Travel Request form prior to travel and must be attached to Mapquest or similar printout.

H. Mileage Reimbursement

- 1. Employees are responsible to get to their work location within the limits of Hendry County. There is no mileage reimbursement for commuting.
- 2. With prior approval of chain of command, any travel outside the employee's normal commute during the employee's work shift is eligible for reimbursement if no agency vehicle is available. Prior approval must be on the Training/Travel Request form prior to travel and must be attached to Mapquest or similar printout.

I. Air Fare

- 1. When deemed more efficient due to cost and time constraints, air travel is allowed in lieu of vehicle usage. First class or business accommodations are not allowed.

2. Training Related – The Finance Section arranges all air travel associated with training.
3. Non-Training Related – While air fare is not specifically covered by Florida Statutes, each employee maintains a fiduciary responsibility to obtain airfares at the lowest cost to suit the flight accommodations needed for the situation

J. Rental Cars

1. Training Related – The Finance Section makes all arrangements and reservations for rental cars associated with training-related travel. Submit rental car requests information including car size along with the training/travel request form. Size will depend on number of travelers.
2. Non-Training Related – Rental car requests including car size will be submitted in advance on the Training/Travel Request form. Size will depend on number of travelers. Once approved, Finance makes arrangements and reservations
3. Agency credit card may be used for rental car by the Finance Section and employee will be provided agency credit card prior to travel

K. Lodging

1. Training Related – The Finance Section makes all arrangements and reservations for training-related lodging. Lodging will not be allowed within 75 miles of the Hendry County line closest to the training address absent prior approval by chain of command.
2. Non-Training Related – Lodging will not be allowed within 75 miles of the Hendry County line closest to the travel destination except when scheduling or other special requirements warrant overnight stay and is pre-approved by chain of command. It is the fiduciary responsibility of each employee and supervisor to find economical lodging when overnight accommodations are necessary.
 - a. Submit the hotel name and rate in advance on the training/travel request form and attach all paperwork.
 - b. Only hotel rates considered reasonable for the locale will be approved.
 - c. Once approved, the Finance Section is responsible for completing arrangements and reservations.
3. When two or more employees require lodging while attending the same travel-related event, rooms will be shared by same gendered employees unless prior approval is obtained from the Chief Deputy in the form of a memo.
4. Agency credit card may be used for hotel accommodations, if the hotel doesn't accept checks. Agency credit card may be checked out from the Finance Section prior to travel.
5. Personal costs – Personal phone calls, room service, concierge and other personal services will not be charged to the agency credit card.
6. Sales Tax – Sales and use taxes are not to be charged against lodging expenses within the State of Florida.

L. Extended Out-of-County Stipend

1. If a situation arises that warrants an employee to be out of the county for a period of more than 30 days performing their official duties as a law enforcement officer, corrections officer or civilian support employee, the Sheriff may authorize, in lieu of providing the employee with per diem for meals, an extended out-of-county stipend in an amount not to exceed \$300 per week (which is in addition to expenses that may be incurred for lodging and travel/airfare) for the duration of the stay. The payment will be made through payroll and will be subject to any applicable payroll taxes. Receipts are not required.
2. Examples include, but are not limited to, disaster relief in another county, training and assignment to a joint operation where the employee cannot return to their home.
3. When feasible, the request for the extended out-of-county stipend shall be routed through the employee's chain of command and received by the Sheriff for approval 21 days in advance of the scheduled departure date. If the stay involves training, a Training/Travel Request form shall accompany the request as support documentation.

M. Federal Reimbursement

1. Employees whose travel is associated with a federal agency and reimbursement for the training and travel will be provided from the federal agency, it may be reimbursed as follows:
 - a. Finance may use an agency credit card for hotel, airfare and tuition. Employee should stay within the maximum lodging rates as provided on the Web sites noted below.
 - b. Prior to travel, the Training/Travel Request form will be completed and applicable federal rates as provided by the US General Services Administration. See the following website for rate information: www.gsa.gov. For travel outside of the contiguous United States see the following website for rate information: www.defensetravel.dod.mil. Travel days (day of departure and return) will receive 75% of the daily rate as provided on the federal websites listed in this paragraph, regardless of time of departure/return.
 - c. Employees must complete a Training/Travel Request form along with documentation of rate from the federal Web site. If meals are included in the training, there should be a reduction from the daily rate for the provided meals. Additionally, HCSO will provide reimbursement to the employee for any other necessary expenses. Such other expenses include but are not limited to: tolls, parking and/or luggage/baggage fees.
 - d. Federal reimbursement shall be directed to HCSO, not the employee. If the federal agency reimburses the employee directly, the check must be turned over to HCSO. All reimbursements received directly by the employee shall be sent to the Finance Section within ten days of receipt of the reimbursement.
 - e. Advance per diem will be considered on a case-by-case basis. All advance per diem must be approved prior to the training by the Chief Deputy and received by the Finance Section ten days prior to the scheduled date of travel.

V. GLOSSARY

CLASS A TRAVEL – Continuous travel of 24 hours or more away from official headquarters.

CLASS B TRAVEL – Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

CLASS C TRAVEL – Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.